

SANDY CITY
APPROVED POSITION SPECIFICATION

- I. Position Title: Lead Custodian
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| <u>Revision Date:</u> | 07/13 |
| <u>EEO Category:</u> | Serv. Maintenance |
| <u>Status:</u> | Non-exempt |
| <u>Control No:</u> | 30623, 40625 |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Facilities Manager performs and coordinates custodial work, security and operations of City facilities.

III. Essential Duties:

A. Performs visual maintenance in the assigned City facility.

- Responsible for keeping the building visually pleasing, clean and safe for all employees and participants by working with custodians in their janitorial duties.
- Adheres to the established cleaning schedule for the custodians.
- Keeps the Facilities Department informed of any problems or concerns related to building needs.
- Orders and keeps inventory of cleaning supplies through the Facilities Manager and monitors supplies for compliance with hazardous materials standards.
- Coordinates preparation of rooms, including set-up for classes, meetings, groups, programs & other events.
- Conducts weekly cleaning inspection of facilities.
- Trains seasonal employees in proper cleaning techniques.
- Responds to building emergencies.
- Conducts monthly cleaning and safety meetings.
- Responsible for and the supervision of cleaning the Scope Clinic.

B. Performs building security and minor mechanical adjustments and repairs.

- As requested, monitors climate and lighting control system to conserve energy, and to ensure public safety.
- Locks and unlocks building(s).
- Coordinates with Facility Manager to establish security procedures.
- Responds to calls on security problems when needed.

IV. Marginal Duties:

- Keeps up-to-date material safety data sheets (MSDS) on file.
- Makes recommendations to supervisor(s) for operating building(s) more efficiently.
- Other duties as assigned.

V. Qualifications:

Education: High School diploma or equivalent preferred.

Experience: Two years related experience in custodial work with one of those years including supervisory experience preferred.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Cleaning techniques; CPR and blood borne pathogens; public sector procurement practices; customer service techniques; supervisory practices; the Americans with Disabilities Act; OSHA safety standards and other risk management principles; customer service principles.

Responsibility for: Keeping the City facilities clean; cost effective maintenance of facilities and equipment; safety of City employees and visiting public; managing risks presented by hazardous materials, blood borne pathogens, equipment usage, and other potential hazards; security; moderate responsibility for making decisions affecting the activities of people, including worker motivation and satisfaction; the supervision of custodians. Great responsibility for the care, condition and use of materials, equipment, tools, etc.

Communication Skills: Contacts with other departments requiring tact and judgment to avoid friction; access to information that must be kept confidential; communicate effectively verbally and in writing.

Tool, Machine, and Equipment Operation: Requires use of cleaning equipment (buffer, auto scrubber, carpet cleaner, etc.), and a wide variety of hand and power tools; ability to use a personal computer for word processing and other applicable applications is desirable.

Analytical Ability: Establish and maintain effective working relationships with employees, executives and public; apply problem solving and analytical principles to effectively identify and address problems with facilities and systems.

VI. Working Conditions:

Physical Demands: While performing duties of job employee may frequently bend, stoop, kneel or crouch. Employee frequently communicates with others. Employee may sit or stand for long periods of time. Moderate exposure to extreme hot/cold temperatures and unpleasant and hazardous working conditions including the handling of hazardous materials; a moderate amount of heavy lifting (up to 70 pounds) is required.

Work Environment: Generally comfortable working conditions. The noise level in the work environment is usually moderate, with occasional increased noise exposure. Occasional exposure to stressful situations as a result of human behavior and deadlines. Evening and some weekend work may be required with some 24-hour emergency calls required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____